

2016

Kentucky Emergency
Response Commission
(KERC)

Kentucky Emergency
Management (KYEM)



KERC DOCUMENT LIBRARY

This packet contains documentation regarding the complete library of Kentucky Emergency Response Commission (KERC) materials. It contains both required and optional materials for all aspects of LEPC activity including but not limited to planning and grants.

KERC Document: 001-LIB

KERC Document Library

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KERC Document Library

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KERC Document Library

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KERC Document Library

KERC Document Management Process

The KERC Document Library shall provide the official organizing, naming, and numbering protocol for all current and future forms. The KERC has adopted the “KERC Document Library” as the official document management process where which all approved KERC forms will be demonstrated.

Organization

KERC Documents are organized according to their probable end-user purpose, i.e., grouped according to who will ultimately be using or what program the document will be used for.

Numbering Protocol

- 0-99 - KERC Organization and Program Documents
- 100's - Grant Application Documents
- 300's - Planning Documents
- 500's - Optional Documents
- 700's - Guidance Manuals and Training Modules
- 800's - Kentucky Emergency Response Commission Policy Documents

Naming Protocol

KERC Documents are named using a simple three digit number followed by initials or a simple abbreviation of the document name.

Electronic Submission Requirements

All LEPCs shall submit documentation in the current approved form as listed within the KERC Document Library. All documents must be submitted by LEPCs utilizing the most current electronic format of the form listed within the KERC Document Library.

Electronic KERC Document Library

Electronic formats of all documents as listed within the KERC Document Library will be made available to LEPCs through download from either the KYEM External SharePoint (or similar public location as designated by the Kentucky Division of Emergency Management), or download from the public KYEM Website on any/all of the KERC related pages: KERC, LEPC, SARA Title III.

KYEM Website - LEPC & SARA Title III Pages

<http://kyem.ky.gov/Who%20We%20Are/Pages/KERC.aspx>

<http://kyem.ky.gov/Who%20We%20Are/Pages/LEPC.aspx>

<http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>

KYEM External SharePoint - KYEM Forms

<http://www.kyemweb.com/kyem/KYEM%20Forms/Forms/AllItems.aspx>

KERC Document Library

Noteworthy Resources

The following and other relevant items can be found in at least one of the Document Libraries found on the above websites:

- EPCRA: (SARA-TITLE-III)
- KRS 39E
- 106 KAR 1.081 – 1.131
- List of Lists
- Tier2 Retail Gas Station Reporting Rule

SharePoint Posting & Notification

For all LEPC Grant documentation requirements items are either to be submitted directly to the KYEM AM or the KERC Chair, or the designee. In all cases the Chair's designee would constitute LEPC Program Staff in Frankfort and documents should be "submitted" in the following manner:

- 1) LEPC representative uploads documentation to County SharePoint Folder
- 2) LEPC representative emails KYEM AM and LEPC Program coordinator

Email must include specifically:

- a) Which document was uploaded (xxxx)
- b) Where document is located (xxxx)

ALL forms and manuals are posted at the following:

KERC Mailing Address:

Kentucky Emergency Response Commission
c/o LEPC Program Manager
EOC, Boone National Guard Center
110 Minuteman Parkway
Frankfort, KY 40601

Noteworthy Websites

National Association of SARA Title III Program Officials

<http://www.nasttpo.com/>

EPA - EPCRA information

<http://www2.epa.gov/epcra>

EPA Risk Management Program

<http://www2.epa.gov/rmp>

CAMEO (Computer Aided Management for Emergency Operations)

<http://www2.epa.gov/cameo>

Department of Homeland Security (DHS)

Chemical Facility Anti-Terrorism Standards (CFATS)

<http://www.dhs.gov/chemical-facility-anti-terrorism-standards>

KERC Document Library

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KERC Document: 001-LIB

KERC Document Library



For more information on joining your LEPC or attending one of the courses listed below contact:

Your Emergency Planning and Community Right-To-Know (EPCRA) Program in Kentucky

Local communities, in partnership with government and industry can, through a comprehensive approach, minimize the effects from chemical incidents with a thorough planning process. The Local Emergency Planning Committee (LEPC) is vital in safeguarding public health and the environment in the community, providing its citizens and its leaders, with knowledge and access to information on hazardous and toxic chemicals, and encouraging applicable entities to develop working relationships to improve emergency response to chemical incidents. The target audience for all of the core training modules are current and prospective LEPC members, personnel from facilities with hazardous materials, and any citizen with an interest in Community Awareness and Emergency Preparedness.



For more information on scheduling a Train-the-Trainer (TTT) for one of the courses listed below contact:
KYEM LEPC Program Manager
 110 Minuteman Parkway
 Frankfort, KY 40601
 Office: 502.607.5712
 kentuckykerc@gmail.com

Training modules of the EPCRA Program in Kentucky

"Serving Our Commonwealth"

LEPCs in Kentucky
 Module 1

2015

 LEPCs in Kentucky: COURSE MANUAL

2015

 LEPCs in Kentucky: FINAL EXAMINATION

2015

 LEPCs in Kentucky: SELF-STUDY MANUAL

"Serving Our Commonwealth"

LEPC Grant Applications
 Module 2

2016

 LEPC GRANT APPLICATIONS: COURSE MANUAL

2016

 LEPC GRANT APPLICATIONS: FINAL EXAMINATION

2016

 LEPC GRANT APPLICATIONS: SELF-STUDY MANUAL

"Serving Our Commonwealth"

Emergency Response Planning for EHS Facilities Course
 Module 3

2016

 EMERGENCY RESPONSE PLANNING GUIDE FOR EHS FACILITIES: COURSE MANUAL

2016

 EMERGENCY RESPONSE PLANNING GUIDE FOR EHS FACILITIES: FINAL EXAMINATION

2016

 EMERGENCY RESPONSE PLANNING GUIDE FOR EHS FACILITIES: SELF-STUDY MANUAL

"Serving Our Commonwealth"

Tier2 / EHS Facility Plan Validation Exercise
 Module 4

2015

 TIER2/EHS FACILITY PLAN VALIDATION EXERCISE: COURSE MANUAL

2015

 LEPC GRANT APPLICATIONS: FINAL EXAMINATION

2015

 TIER2/EHS FACILITY PLAN VALIDATION EXERCISE: SELF-STUDY MANUAL

"Serving Our Commonwealth"

The EPA's Tier2Submit20xx
 Module 2A

2016

 THE EPA'S TIER2SUBMIT20XX: COURSE MANUAL

2016

 THE EPA'S TIER2SUBMIT20XX: FINAL EXAMINATION

2016

 THE EPA'S TIER2SUBMIT20XX: SELF-STUDY MANUAL

"Serving Our Commonwealth"

Community Right-to-Know: Coordinating Public Information
 Module 5

2016

 COMMUNITY RIGHT-TO-KNOW: COORDINATING PUBLIC INFORMATION

2016

 COMMUNITY RIGHT-TO-KNOW: COORDINATING PUBLIC INFORMATION FINAL EXAM

2016

 COMMUNITY RIGHT-TO-KNOW: COORDINATING PUBLIC INFORMATION SELF-STUDY MANUAL

Under Development for 2016

Supplemental Materials

"Serving Our Commonwealth"

 2016 KERC / LEPC Calendar of Events

2016

 EPCRA "HOW TO COMPLY" PACKET

2016

 KERC DOCUMENT LIBRARY

2016

 KENTUCKY LEPCs - IT IS YOUR RIGHT TO KNOW!

Kentucky LEPC
 KENTUCKY LEPCs: EMERGENCY RESPONSE PLANNING GUIDE FOR EHS FACILITIES

Safety First: Stay Away & Notify Parents
 Call 911 to report spills
KYEM
 Hazardous Materials Program
 2013 Hazmat Preparedness Coloring Book

KERC Document # 004-POST

“Serving Our Commonwealth”



**2016
KERC / LEPC
Calendar of Events**



KERC Document: 004-CAL



2016 Hazmat Preparedness Calendar



**Safety First:
Stay Away &
Notify Parents
Call "911" to
report spills**

Become an
Honorary
member of the
KYEM Hazmat
Safety Crew –
See back cover
for details.

KERC Document Library

DUTIES OF THE LEPC

- Develop, maintain, and annually review all EHS Facility emergency response plans (Tab Q-7's) in their community
- Establish a 24-hour warning point for reporting hazardous substance releases
- Manage and provide the public with access to Tier2 reports, chemical release reports, and Tab Q-7 plans
- Educate the public about the risks involved with chemical releases in their communities, whether accidental or routine
- Conduct Community Exercises
- Appoint officers, a chairperson, and designate an Emergency Coordinator for their district
- Prepare and Submit By-Laws to Kentucky Emergency Management (KYEM)
- Provide a copy of minutes, rosters, and public notice of meetings to KYEM



For additional information contact your county emergency management office or:

Kentucky Emergency Management
110 Minuteman Parkway Suite P-210
Frankfort, KY 40601
Connie Estill (502) 607-5732

You can also check us out on our website:

<http://kyem.ky.gov/Who%20We%20Are/Pages/LEPC.aspx>

The LEPC

LOCAL

EMERGENCY

PLANNING

COMMITTEE



**It Is Your Right
to Know!**



July 2015

KERC Form 010-1B



Your LEPC Defined - It Is Your Right To Know!



WHAT IS AN LEPC?

Local Emergency Planning Committees (LEPC) are groups of people just like you who share the mission of protecting the health and safety of their community from chemical incidents and disasters.



WHAT DO LEPC's DO?

Partner with state and local governments, businesses, and emergency responders to enhance the following with regard to hazardous materials: prevention, preparedness, response and recovery, planning, training and exercises

DOES MY COUNTY HAVE AN LEPC?

Each county in Kentucky has an individual LEPC except Boone, Kenton, and Campbell Counties which work together as the Northern Kentucky LEPC.

HOW LONG HAVE LEPC's BEEN ESTABLISHED?

LEPCs were required to be established in 1986 as part of the Emergency Planning and Community Right to Know Act (EPCRA) under the Superfund Amendments and Reauthorization Act (SARA Title III).

EPCRA

EPCRA required representatives of the following groups to become involved in the establishment and functionality of their LEPC;

- Local and state elected officials
- Law Enforcement
- Emergency Management
- Firefighting and EMS Personnel
- Health Department Officials
- Hospital Personnel
- Local Environmental Officials
- Transportation Representatives
- Broadcast and Print Media Groups
- Community Groups and Organizations
- Business and Industry Leaders
- Owners and Operators of Regulated Facilities

EPCRA also established reporting requirements for facilities with hazardous materials.

WHAT CAN YOU DO?

- You can become involved in your LEPC and be a part of the decision making process.
- If you don't want to become a member you can still attend LEPC meetings in your community, stay informed, and provide input.
- Review and comment on your local emergency response plan.
- Participate in decisions that affect the health and safety of the citizens in your community.

Conducting Exercises

The worst time to check if the established response plan actually works is during an emergency. LEPCs and their facilities conduct regular exercises to test and validate plans.

WE'RE ON FACEBOOK!

Search:

Kentucky Local Emergency Planning Committee (LEPC)



KERC Document Library

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**Insert local LEPC
Contact
Information here**



For additional information contact your county emergency management office or:

Kentucky Emergency Management
110 Minuteman Parkway Suite P-210
Frankfort, KY 40601
Connie Estill (502) 607-5732

You can also check us out on our website:

<http://kyem.ky.gov/Who%20We%20Are/Pages/LEPC.aspx>

The LEPC

LOCAL

EMERGENCY

PLANNING

COMMITTEE



**It Is Your Right
to Know!**



July 2015

KERC Form 010B-1B



Your LEPC Defined - It Is Your Right To Know!



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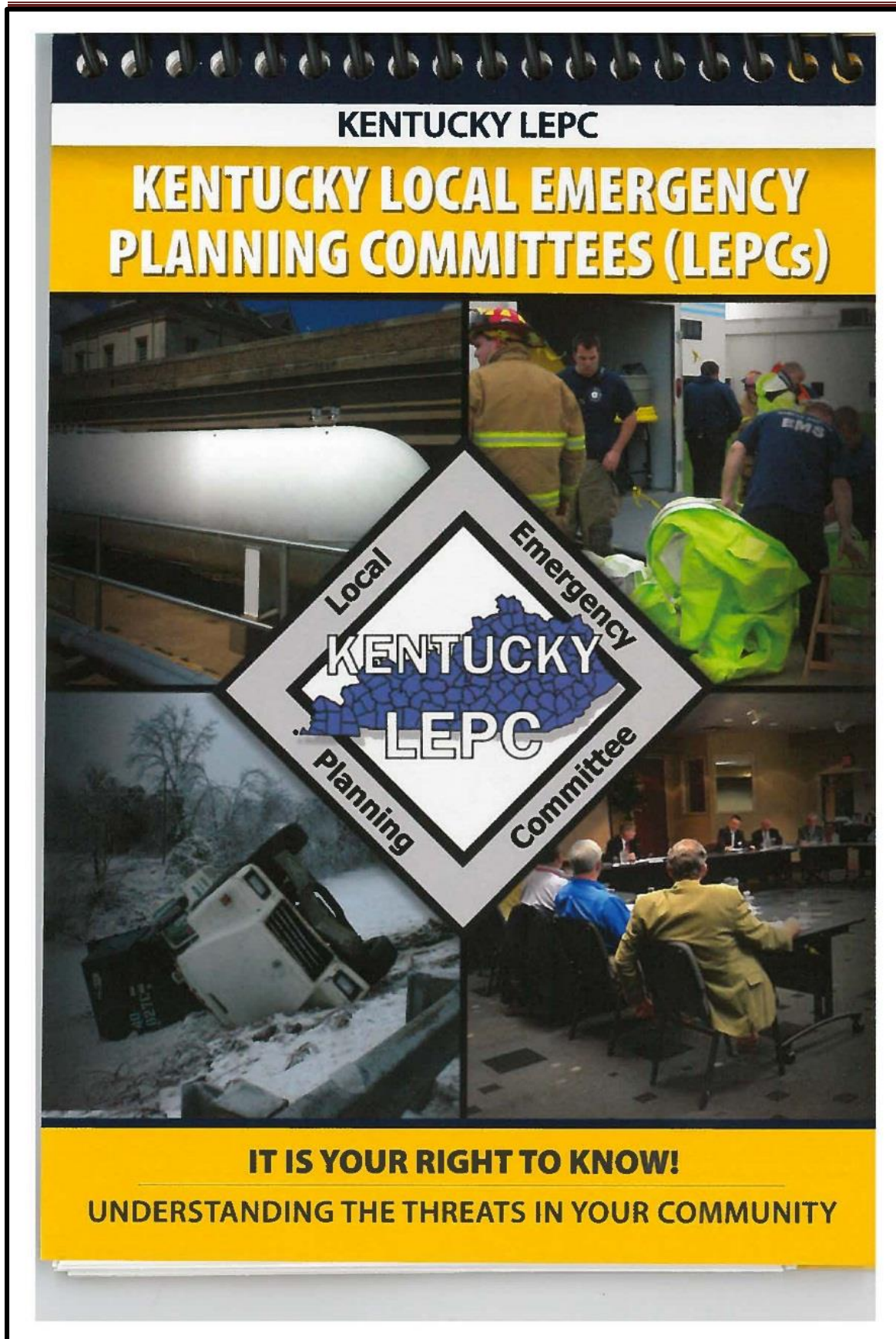
WE'RE ON FACEBOOK!

Search:

Kentucky Local Emergency Planning Committee (LEPC)



KERC Document Library



KERC Document Library

2016

Kentucky Emergency
Response Commission

Kentucky Emergency
Management



KENTUCKY LEPCS - IT IS YOUR RIGHT TO KNOW!

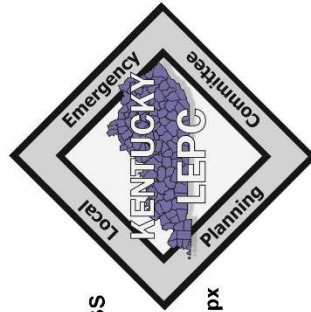
Kentucky Local Emergency Planning Committees (LEPC) forge partnerships with government agencies, emergency responders, and local businesses to help enhance response to any hazard that could threaten a community. LEPC members represent a wide cross section of the community with many areas of interest and expertise. This document provides an overview of the various roles and responsibilities Kentucky LEPCs must fulfill.

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KERC: 020B-QSPDF

KERC Document Library



It Is your Right to Know!

Awareness - Planning - Preparedness

Get involved in your LEPC

kyem.ky.gov/Who%20We%20Are/Pages/LEPC.aspx

Search Facebook: Kentucky Local

Emergency Planning Committee



KERC Document Library



KERC Document Library



LEPC Grant Application For Grant Period 9/1/____ to 8/31/____



County:
KYEM Area:

Due Dates: LEPCs to KYEM AM – April 1st

Received By KYEM AM

KYEM AM to State – May 1st

Received by State (KERC) Designee

Final Award – Sept. 15th

Due Date: No later than April 1st the local emergency planning committee shall submit a Grant Application on KERC Form 101-GA to the KYEM Area Manager (AM).

KERC Approved EHS Facility Emergency Response Plans (TAB Q-7) in the planning district

Grant Recipient

Electronic Funds Transfers (EFTs) are payable to the Local Emergency Planning Committee (LEPC). The LEPC Chairperson, or Authorized Applicant, is authorized to apply for and manage the grant.

Local Emergency Planning Committee (LEPC) bylaws must identify the position or person who will be responsible for accountability for the funds and who will be listed as the authorized applicant as shown on

LEPC Chairman:	<input type="text" value="Type Chair Name"/>	Applicant:	<input type="text" value="Type Authorized Applicant Name"/>
Street Address:	<input type="text" value="Type Street Address"/>	Street Address:	<input type="text" value="Type Street Address"/>
City and Zip:	<input type="text" value="Type City & Zip"/>	City and Zip:	<input type="text" value="Type City & Zip"/>
Daytime Phone:	<input type="text" value="Type Daytime Phone"/>	Daytime Phone:	<input type="text" value="Type Daytime Phone"/>

The LEPC Chairperson shall provide the Name and Address of the bank where the EFT shall be deposited.

Bank Name:
Street Address:
City and Zip:

LEPCs shall submit the grant application, KERC form 101-GA, to their State Division of Emergency Management Area Manager. All required documentation shall accompany the form. Incomplete grant applications may delay processing and may result in invalidating the request.

State agencies shall submit the grant application, to the Chairman of the Kentucky Emergency Response Commission, or designee. All required documentation shall accompany the form. Incomplete grant applications may delay processing and may result in invalidating the request.

Certification: I, the undersigned, certify to the Kentucky Emergency Response Commission (KERC) that all the information is true and accurate. I further represent that the money received under this grant program will be used for the administration, development, and implementation of the Kentucky Emergency Planning and Community Right-to-Know program, known as SARA Title III, within guidelines mandated by PL 99-499/Title III, KRS Chapter 39E, and subsequent regulations.

Chair
Local Emergency Planning Committee

Date

KERC Document Library



LEPC Detailed Budget For Grant Period 9/1/____ to 8/31/____



Due Date: No later than June 1st all applicant agencies shall submit a detailed budget, KERC Form 102-DB, to the Chairman of the Kentucky Emergency Response Commission or designee, identifying how the funds requested on the Grant Application, KERC Form 101-GA, are to be spent.

County:

Type County Name

KYEM Region:

Type KYEM Area #

Budget Categories	Category Description (Allowable Expenditures)	Grant Funds Requested	Carry-Over Grant Funds	Planned Grant Percentage (%)	Grant Award State Use Only
Right-to-Know:	Includes publishing required Right-to-Know notices or other Right-to-Know materials.				
Data Management	Includes expenses associated with records and data management for facility emergency planning notification.				
Telephone:	Includes 24-hour warning point for releases and cost of telephone, fax, and Internet for LEPCs.				
Services:	Includes contracts to support KRS 39E. Must comply with all state laws and regulations.				
Office Supplies:	Includes postage, printing, copying, paper, pens, or other office supplies necessary to support the LEPC office.				
Furniture:	Includes file cabinets, desks, chairs, or other office furniture for the LEPC office.				
KERC Approved Training:	Includes travel, per diem, and fees to attend or hire trainers for KERC approved training necessary to implement SARA Title III.				
Total:		0	0		\$

All required documentation shall accompany the form. Incomplete forms may delay processing and may result in invalidating the request.

Certification: Certification I, the undersigned, certify to the Kentucky Emergency Response Commission (KERC) that all the information is true and accurate. I further represent that the money received under this grant program will be used for the administration, development, and implementation of the Kentucky Emergency Planning and Community Right-to-Know program, known as SARA Title III, within guidelines mandated by PL 99-499/Title III, KRS Chapter 39E, and subsequent regulations.

Chair Local Emergency Planning Committee

Type LEPC Chair name

Date

Type date

9/30/2015 10:42 AM

Page 1 of 1

KERC Form: 102-DB



Personal Property Inventory
For Grant Period 9/1/____ to 8/31/____

Due Date: No later than December 1st local emergency planning committees shall submit to the Chairman of the Kentucky Emergency Response Commission or designee, a Personal Property Inventory (KERC Form 103-PPi) identifying all property items purchased using KERC Grant funds and valued in excess of \$500.00.

County:

Type County Name

KYEM Region:

Type KYEM Area #

[illegible]

Certification: I, the undersigned, certify to the Kentucky Emergency Response Commission (KERC) that all the information is true and accurate. I further represent that the items purchased under this grant program will be used for the administration, development, and implementation of the Kentucky Emergency Planning and Community Right-to-Know program, known as SARA Title III, within guidelines mandated by P.L. 99-499/Title III, KRS Chapter 39E, and subsequent regulations.

Typed LEPC Chair name

Chair

Local Emergency Planning Committee

Type date

Date _____

9/30/2015 10:13 AM

Page 1 of 1

KERC Form: 103-PPI

KERC Document Library



LEPC Membership Cover Page



Due Date: No later than December 1 each year, the local emergency planning committee shall submit an updated membership list and cover page (KERC Form 104-MCP) to the Chairman of the Kentucky Emergency Response Commission, or designee.

County:

KYEM Region:

Type #

1. Our LEPC includes representatives from each of the following groups (KRS 39E.040), check all that

A. Elected Local Officials	<input type="text" value="Yes / No"/>
B. Law Enforcement	<input type="text" value="Yes / No"/>
C. Emergency Management	<input type="text" value="Yes / No"/>
D. Fire Service	<input type="text" value="Yes / No"/>
E. Medical Services	<input type="text" value="Yes / No"/>
F. School Districts	<input type="text" value="Yes / No"/>
G. Local Environmental	<input type="text" value="Yes / No"/>
H. Transportation	<input type="text" value="Yes / No"/>
I. Broadcast and Print Media	<input type="text" value="Yes / No"/>
J. Community Groups	<input type="text" value="Yes / No"/>
Owners and operators of	
K. Facilities Subject to EPCRA	<input type="text" value="Yes / No"/>

2. LEPC members shall be appointed by the KERC and shall be considered as agents of the state for all purposes, including purposes of liability protection (KRS 39E.100).

3. LEPC's must appoint a committee chairman, from among its members, for a term of two (2) years. LEPC's may establish attendance standards for continued membership and shall advise the commission of any additions or deletions from the membership that are desired (KRS 39E.110)

4. No later than December 1st annually, LEPC's shall submit an updated membership list to the KERC (106 KAR 1:091).

Certification: I, the undersigned, certify to the Kentucky Emergency Response Commission (KERC) that all the information is true and accurate.

Chair
Local Emergency Planning Committee

Date

Due Date: No later than April 1st the local emergency planning committee shall provide the Chairman of the Kentucky Emergency Response Commission or designee, documentation of expenditures, including but not limited to, bank statements, canceled checks, invoices, receipts, and a LEPC Grant Ledger (KERC Form 105-GL) for the preceding year.

[illegible]

11/13/2015 3:00 PM



PUBLIC (LEGAL) NOTICE ADVERTISEMENT



Due Date: No later than January 31st each calendar year (January 1 through December 31) in accordance with KRS Chapter 424 (Legal Notice), the local emergency planning committee shall publish public information on committee activities entitled "Public (Legal) Notice Advertisement" on KERC form 107-PLN as set out in Section 7 of 106 KAP 1.091. No later than February 28th Local Emergency Planning Committees must provide the Chairman of the Kentucky Emergency Response Commission, or designee, with a photocopy of the "Public (Legal) Notice Advertisement" published as described clearly showing the name of the newspaper and the date of publication.

PUBLIC (LEGAL) NOTICE ADVERTISEMENT

_____ COUNTY EMERGENCY PLANNING COMMITTEE

Pursuant to Section 324, Title III of the 1986 Federal Superfund Amendments and Reauthorization Act (SARA) of 1986 (PL 99-499), the following information is provided in compliance with the Community Right-to-Know requirements of the SARA Law, and the open meetings and open records provisions of Kentucky Revised Statutes. Members of the public may contact the **(name of county)** County Emergency Planning Committee by writing **(name of chairman)**, Chairman of the **(name of county)** County Emergency Planning Committee, **(working address of chairman or committee)**, **(city)**, Kentucky **(zip code)**, or contacted by telephone at **(area code)**, **(telephone number established by the committee)**. The **(name of county)** County Emergency Planning Committee conducts meetings at **(name of building)**, **(local address)**, or at other locations, in accordance with the Kentucky Open Meetings Law. Members of the public may request to be notified of regular or special meetings as provided in KRS 61.820 and KRS 61.825. Records of the Planning Committee, including the county emergency response plan, material safety data sheets, and inventory forms, or any follow-up emergency notices as may subsequently be issued, are open for inspection, and members of the public who wish to review these records may do so **(normal hours of business)**, **(Eastern or Central Time)**, **(days of the week)**, at **(location of the office or place where custodian keeps the committee files)**, as required by the Kentucky Open Records Law. The local 24-hour telephone number for purposes of emergency notification, as required by SARA, is **(emergency number adopted by county planning committee)**.

KERC Document Library

EHS Facility Plan # -_xxx_ (COVERED FACILITY NAME)

FACILITY NAME	FACILITY EMERGENCY COORDINATOR (FEC)		COMMUNICATIONS		
(Facility Name)	Name:		Office#		
(Street Address)	Title:		FAX #		
			Home #		
(City, State & Zip)			R.Freq.		
			Cell #		
(Latitude / Longitude)			Pager #		
			Email		
	ALTERNATE FACILITY COORDINATOR (FEC)				
	Name:		Office #		
	Title:		FAX #		
			Home #		
			R.Freq.		
			Cell #		
			Pager #		
			Email		
HAZARDOUS CHEMICAL(S)					
NAME	UN ID # CAS #	FORM	PACKAGED CONTAINER	MAXIMUM QUANTITY	HEALTH HAZARD

***HEALTH HAZARD (detailed description):**

SKETCH OF FACILITY AND STORAGE AREAS:

FACILITY RESPONSE POINT (RP) AND DIRECTIONS – Alternate RP:

STAGING AREA – Alternate Staging Area:

TRANSPORTATION ROUTES AND MODES OF TRANSPORTATION:

EHS SUPPLIER INFORMATION

WORST CREDIBLE RELEASE:

VULNERABLE ZONE & QUADRANT MAP:

SPECIAL FACILITIES, CONTACT INFORMATION, & TOTAL POPULATION:

KERC Document Library

PROTECTIVE ACTIONS: (SIP/EXIT SIP AND/OR EVACUATION/RE-ENTRY)

EMERGENCY EQUIPMENT ON-HAND/TRAINING/EXERCISING:

MEDICAL CAPABILITIES:

SPILL CONTAINMENT / CLEAN-UP / DISPOSAL:

EMERGENCY NOTIFICATION:

EMERGENCY NOTIFICATION LIST TEMPLATE			
Local 24-hr. Warning Number (LEPC)			- -
State 24-hour warning point for HAZMAT Spill Notification			1-800-255-2587
Local Emergency Planning Committee Chair	- -	or	- -
Kentucky Emergency Response Commission (KERC)			502-607-1682
Community HAZMAT Coordinator (Day)	- -	or	- -
(Night)	- -	or	- -
Alternate HAZMAT Coordinator (Day)	- -	or	- -
(Night)	- -	or	- -
	Local Fire Dept.		- -
	Local Police Dept.		- -
Local EM Director (Day)	- -	or	- -
(Night)	- -	or	- -
	Rescue	or	- -
	Ambulance	or	- -
KYEM Area Manager (AM)		(O)	- -
		(H)	- -
Kentucky Department for Environmental Protection (KY-DEP)			502-564-2380
24 Hour Hotline			1-800-928-2380
National Response Center (NRC)			1-800-424-8802
U. S. Environmental Protection Agency (EPA) Hotline			1-800-424-9346
10:00 a.m. – 3:00 p.m. EST, Mon. – Thurs.			
State Fire Marshal			502-573-0382
CHEMTREC			1-800-424-9300
Kentucky State Police			502-782-1800
ALL Special Facilities Located within the Vulnerable Zone			

Note: There are two tables in this document. To make document visually more aesthetic you may hide individual cell lines: hover mouse over small directional arrows at the top left-hand corner of each table, right click, select "borders and shading, select all, and click OK.

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LEPC Annual Certification Letter (ACL)



Due Date: No later than April 1st each year, the LEPC shall review all EHS Facility Emergency Response plans and submit an Annual Certification Letter (ACL) to the KYEM AM stating that there were no changes and therefore the plan is correct as is; or the plan has been revised and the revisions are included with the ACL.

County: Type County Name

KYEM Region: Type KYEM Area #

Our Local Emergency Planning Committee (LEPC) has reviewed all existing EHS Facility Emergency Response Plans (TAB Q-7's). Based on this review, which includes information that was received from covered facilities by March 1, for the previous calendar year, the LEPC has created new and/or finds changes (have or have not) occurred to the content of these EHS Facility Emergency Response Plans since last submitting an ACL. Enclosed with this ACL are the new or revised EHS Facility Emergency Response Plans, with their required EHS Facility Plan Checklists.

The following is a complete listing of all EHS Facility Plans that have been reviewed by the LEPC as of April 1 and a designation of their current status:

		SEE INSTRUCTIONS	Y/N/NA	Y/N/NA	mm/dd/yyyy
<u>Plan Number</u>	<u>Facility Name</u>	<u>Status</u>	<u>Share Point</u>	<u>Check List</u>	<u>KERC Approval Date</u>

Type # Number of KERC Approved EHS Facility Emergency Response Plans in the planning district.

LEPC's must submit with their ACL a complete plan, highlighting revisions, along with a EHS Facility Plan Checklist for all plans with status listed as: "New" or "Technical Change".

LEPC's must submit a complete plan along with a Ehs Facility Plan Checklist for all plans with status listed as "Under Development" within 60 days of notification that the facility has an EHS in excess of the TPQ.

Certification: I, the undersigned, certify to the Kentucky Emergency Response Commission (KERC) that all the information is true and accurate.

Type LEPC Chair name

Chair
Local Emergency Planning Committee

Type date

Date

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LEPC - EHS Facility Emergency Response Plan CHECKLIST

FACILITY		Plan #	LEPC		AM		KERC	
			Y	N	Y	N	Y	N
ADMINISTRATIVE INFORMATION								
Section 1: General								
1. Are the page numbers in the footer?								
Section 2: Sketch / Facility Map								
1. Is a sketch of the facility and storage areas included?								
2. Is sketch of the facility and storage areas legible?								
3. Does sketch show directional arrow?								
4. Does sketch show location of all EHSs?								
5. Does sketch show facility access road?								
Section 3: Response Point / Staging Area and Alternatives								
1. Is the facility response point (RP) identified, including directions to area?								
2. Is the staging area identified, including directions to area?								
Section 4: Transportation Modes and Routes								
1. Are primary modes and routes of transportation (from the county line to the facility) identified?								
2. Are EHS Supplier's company name, POC info, & phone# identified?								
Section 5: Quadrant Map								
1. Is a Quadrant Map identifying a Vulnerable Zone (VZ) provided?								
2. Is the location of the facility and, if space permits, all special facilities identified on the Quadrant Map?								
3. Is the scale of the Quadrant Map identified?								
4. Is the VZ based on the Worst Credible Release?								
5. Is the radius of the Vulnerable Zone identified on the Quadrant Map?								
6. Is the procedure used to select the radius of the VZ identified?								
7. Is the type and quantity of chemical used to determine the VZ identified?								
8. Is the Quadrant Map divided into four quadrants labeled as A,B,C,D with A in the northeast quadrant with the letters increasing clockwise?								
9. Is the total population for each quadrant listed on the Quadrant Map?								
10. Are the types and quantities of EHS chemicals stored on site the same as last year?								
11. Is the radius of the vulnerable zone the same as last year?								
A. If the radius has changed...								
i. Has a new radius drawing been provided?								
ii. Are changes to affected Special Facilities and associated populations shown on the drawing and/or provided in the Plan?								
3. Are the staging and response points, including alternates, the same as last year?								
A. If a staging and/or response point has changed...								
i. Has a new radius drawing been provided?								
ii. Are changes to affected Special Facilities and associated populations shown on the drawing and/or provided in the Plan?								

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LEPC - EHS Facility Emergency Response Plan CHECKLIST

FACILITY	Plan #	LEPC		AM		KERC	
		Y	N	Y	N	Y	N
Section 6: Protective Actions							
1. At a minimum, are the protective actions Shelter-In-Place (SIP) and Evacuation of off-site populations discussed?							
2. Are procedures for alerting/warning the public provided?							
3. Are officials who may authorize Exit SIP and reentry of an evacuated area identified?							
Section 7: Emergency Equipment: On Hand / Training / Exercising							
1. Does the plan describe the emergency response equipment available at the facility?							
2. Does the plan describe the emergency response equipment available in the community?							
3. Does the plan describe training level(s) of facility response personnel?							
4. Does the plan describe training level(s) of community response personnel?							
5. Does the plan discuss the facility's exercise program?							
6. Does the plan discuss the community's exercise program?							
7. Does the plan contain a statement of the capability of the area medical facilities to decontaminate and provide care to victims?							
Section 8: Spill Containment/Clean-Up/Disposal							
1. Are procedures provided for containment of released substance?							
2. Are procedures provided for clean-up of released substance?							
3. Does the facility provide released substance disposal procedures?							
4. Does the plan, if required, contain provisions for recycling or the development of an EEC approved disposal plan?							
Section 9: Emergency Notification							
1. Does the plan include procedures to notify ALL organizations identified on the Emergency Notification List Template?							
2. Does the plan include procedures to notify ALL Special Facilities identified within the Vulnerable Zone?							
3. Does the plan include a Special Facility Contact List with facility name, POC info, and phone # for each Special Facility?							
Section 10: GENERAL COMMENTS:							
Section 11: REVIEWED AND APPROVED BY							
Name of County LEPC:				DATE:			
Signature of LEPC Chair:				DATE:			
Signature of KYEM Area Manager:				DATE:			
Signature of KERC Committee Chair:				DATE:			

KERC Document Library



LEPC Checklist: KERC Grant Eligibility & Paperwork Requirements



COUNTY: _____

KYEM Area: _____

Calendar Year (This is the year the meetings and everything actually took place): _____

Grant Money to be awarded in: _____

1. Approved EHS Facility Plan: Local Emergency Planning Committees (LEPC) must have an approved EHS Facility Emergency Response Plan for each facility in the planning district that has an extremely hazardous substance (EHS) in excess of the threshold planning quantity (TPQ). LEPCs must submit new plans to the Kentucky Emergency Management (KYEM) Area Manager (AM) within sixty (60) days of notification that the facility has an EHS in excess of the TPQ.

Number of EHS facilities in the planning district according to the current year Tier2 Reports: _____

2. Meeting Minutes – KERC Form 503-MM: LEPCs must meet at least twice; LEPCs which do NOT have any EHSs in their jurisdiction are required to meet only once, during each calendar year (January 1 through December 31). A quorum is required. LEPCs must provide the Chairman of the KERC, or designee, a copy of ALL meeting minutes within thirty (30) days of the date of the meeting. If the minutes are later changed before approval, a copy of the revised minutes shall be submitted to within thirty (30) days of the approval.

Date of meeting #1: _____

Date posted to SharePoint: _____

Date of meeting #2: _____

Date posted to SharePoint: _____

3. Public (Legal) Notice Advertisement – KERC Form 107-PLN: No later than January 31st, in accordance with KRS Chapter 424 (Legal Notice), the LEPC shall publish public information on committee activities entitled "Public (Legal) Notice Advertisement" on KERC Form 107-PLN. No later than February 28th LEPCs must provide the Chairman of the KERC, or designee, with a photocopy of the legal notice published as described clearly showing the name of the newspaper and the date of publication.

Date of newspaper advertisement _____

4. Annual Certification Letter (ACL) – KERC Form 106-ACL: No later than April 1st each year, the LEPC shall review all EHS Facility Emergency Response plans and submit an Annual Certification Letter (ACL) to the KYEM AM stating that there were no changes and therefore the plan is correct as is; or the plan has been revised and the revisions are included with the ACL. ACL must be dated between March 1st and April 1st of the current year.

Number of EHS Facility Emergency Response Plans listed on the current ACL: _____

5. Grant Application KERC Form 101-GA: No later than April 1st LEPCs shall submit the grant application, KERC form 101-GA, to their KYEM AM. All required documentation shall accompany the form. Incomplete grant applications may delay processing and may result in invalidating the request.

Requirements for Funding Accountability: Funds provided by the KERC must be deposited in a separate "(Name of County) Emergency Planning Committee Fee Account" and are subject to audit by the KERC.

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LEPC Checklist: KERC Grant Eligibility & Paperwork Requirements



6. Grant Ledger – KERC Form 105-GL: No later than April 1st the LEPC shall provide the Chairman of the KERC, or designee, documentation of expenditures, including but not limited to, bank statements, canceled checks, invoices, receipts, and a LEPC Grant Ledger (KERC Form 105-GL) for the preceding year. All documentation must balance to be eligible for a grant.

7. Detailed Budget KERC Form 102-DB: No later than June 1st all applicant agencies shall submit a detailed budget, KERC Form 102-DB, to the Chairman of the KERC, or designee, identifying how the funds requested on the Grant Application, KERC Form 101-GA, are to be spent.

8. Updated LEPC Membership List w/ KERC Cover Page – KERC Form 104-MCP: No later than December 1 each year, the LEPC shall submit an updated membership list and cover page (KERC Form 104-MCP) to the Chairman of the KERC, or designee. Membership Lists should be confirmed, and thus dated, as of the most previous LEPC meeting to the December 1st due date.

9. Bylaws – KERC Form 502-BL: No later than December 1 each year, the bylaws of each LEPC must be provided to the Chairman of the KERC, or designee, with certification stating that there were no changes and therefore the bylaws are identical to last year; or the bylaws have been revised and the revisions are included. The bylaws shall identify the position or person who will be responsible for accountability for the funds and who will be listed as the authorized applicant as shown on the grant application (KERC Form 101-GA).

Authorized Applicant: _____

10. Personal Property Inventory - KERC Form 103-PPI: No later than December 1st LEPCs shall submit to the Chairman of the KERC, or designee, a Personal Property Inventory (KERC Form 103-PPI) identifying all property items valued in excess of \$500.00 purchased using KERC Grant funds.

11. Authorization for Electronic Deposit of Vendor Payment: Funds provided by the KERC will be deposited electronically into the LEPC Account (EFT). This form must contain current bank information. If the KYEM LEPC Program Coordinator has a copy and there have been no changes in the previous calendar year, no further action is required. If any changes have been made in the previous calendar year, a new form must be submitted to the KYEM LEPC Program Coordinator.

12. Contract: The KYEM LEPC Program Coordinator will send a copy of the contract to the KYEM AMs who will forward to each of their eligible LEPCs. Once LEPCs receive the contract, certain pages (typically 1, 2, and 9) will need to be signed and returned to the KYEM AM. The AM will deliver or mail the originals to Frankfort.

LEPC must sign using **BLUE INK ONLY** and provide the **original** to the KYEM AM

- Page 1- in the box in the middle of the form, where it says "contractor" and to the right of multiple provider, put the county LEPC name and address.
- Page 2- fill out the part under 2nd party.
- Page 9- under (d), contractor must check appropriate box and initial where it says "the contractor has not violated"

The LEPC Program Coordinator will notify the KYEM AM when funds have been sent by EFT to the LEPC. Please notify your KYEM AM and the LEPC Program Coordinator when the grant has been deposited into the LEPC account.

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Local Emergency Planning Committee Bylaws



Due Date: No later than December 1 each year, the bylaws of each LEPC must be provided to the Chairman of the KERC, or designee, with certification stating that there were no changes and therefore the bylaws are identical to last year; or the bylaws have been revised and the revisions are included. The bylaws shall identify the position or person who will be responsible for accountability for the funds and who will be listed as the authorized applicant as shown on the grant application (LEPC Form 101-GA). Items in **BOLD** are required by law.

1. Adoption History
 - a. Originally Drafted:
 - b. Initially Adopted:
 - c. Updated:
 - d. Ratification Provision
2. Article I NAME
3. Article II MISSION
4. Article III PURPOSES
5. Article IV MEMBERSHIP
 - a. LEPC Member Expectations
 - b. LEPC Member Communications
 - c. Meeting Attendance
6. Article V OFFICERS and DUTIES
 - a. Named: **Chair**
 - i. Duties of the LEPC Chair
 - b. Named: Vice-chair
 - i. Duties of the LEPC Vice-chair
 - c. Named: **Coordinator of Information (Col)**
 - i. Duties of the LEPC Col.
7. Article VI MEETINGS
 - a. Open Meetings
 - b. **Yearly Meeting Schedule**
 - c. Meeting Times
 - d. Cancellation of a Meeting
 - e. Special Meetings
 - f. Quorum
 - g. Agenda
 - i. Non-Member Agenda Requests
 - h. Notice of Meeting
 - i. Rules of Order
 - j. Minutes of Meetings
 - k. **Public Comments**
 - i. **LEPC Responses**
8. Article VII VOTING
 - a. Resolutions and Motions
 - b. One Vote Each
 - c. Abstentions
 - d. Conflict of Interest
 - e. Roll Call Votes
9. Article VIII DUTIES OF THE LEPC
 - a. **Development of Plans**
 - i. **Plan Review**
 - b. Plan Exercise Requirements
 - c. Training Requirements
 - d. **HAZMAT Spill 24-hour Warning Point**
 - e. Adopt Policies
 - f. Work Plan
10. Article IX COMMITTEES
 - a. Standing Committees
 - b. Special Committees
 - c. Committee Membership
 - d. Duties of Committee
11. Article XII PUBLIC COMMUNICATIONS
 - a. **Notification of LEPC Activities**
 - b. **Facility Tier2 Submission**
12. Article XIII PUBLIC AVAILABILITY
 - a. Repository of Documents
 - b. Availability of Documents to the Public
 - i. **Receiving & Processing Requests**
 - ii. **Emergency Plan Distribution**
 - c. LEPC Records
 - d. Appendix - Contact Information
 - i. Web Pages
 - ii. Official Address
 1. Hours of Operation
 - iii. Email
 - iv. Office Phone

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Local Emergency Planning Committee Meeting Minutes



Due Date: LEPCs must meet at least twice; LEPCs which do NOT have any EHSs in their jurisdiction are required to meet only once, during each calendar year (January 1 through December 31). A quorum is required. LEPCs must provide the Chairman of the KERC, or designee, a copy of ALL meeting minutes within thirty (30) days of the date of the meeting. If the minutes are later changed before approval, a copy of the revised minutes shall be submitted to within thirty (30) days of the approval.

(Committee Name) Meeting Minutes

Date:

Location:

Address:

Call to Order (Time)

Roll Call

Discussions (Major Topics Only)

Motions w/results:

Adjournment (Time)

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Local Emergency Planning Committee Meeting Agenda



Due Date: LEPCs must meet at least twice; LEPCs which do NOT have any EHSs in their jurisdiction are required to meet only once, during each calendar year (January 1 through December 31). A quorum is required. LEPCs must provide the Chairman of the KERC, or designee, a copy of ALL meeting minutes within thirty (30) days of the date of the meeting. If the minutes are later changed before approval, a copy of the revised minutes shall be submitted to within thirty (30) days of the approval.

(Committee Name) Meeting Agenda

Date:

Location:

Address:

Call to Order (Time)

Roll Call

Reading and Approval of the Minutes

Reports of Officers

Chair:

Vice Chair:

Coordinator of Information:

Treasurer:

Old Business

- Issues from last committee meeting

New Business

- Topics for discussion
- Issues to be voted on
- Motions to be discussed/drafted for next Meeting

Announcements

- Next Committee Meeting

Adjournment (Time)

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Active Local Emergency Planning Committee Checklist



1. Identification of Hazards		
YES	NO	a) Our LEPC has identified facilities with extremely hazardous substances.
YES	NO	b) Our LEPC has identified facilities with hazardous chemicals.
YES	NO	c) Our LEPC has identified major transportation routes for extremely hazardous substances.
YES	NO	d) Our LEPC has identified other facilities contributing to or subjected to risk that are in close proximity to those facilities with extremely hazardous substances or hazardous chemicals.
2. Approved EHS Plan within the County Emergency Operations Plan		
YES	NO	a) Our LEPC has included emergency response information for those facilities identified above in our County Emergency Operations Plan.
YES	NO	b) Our LEPC has included emergency response methods and procedures of first responders into our County Emergency Operations Plan.
YES	NO	c) Our LEPC has included emergency response measures used by medical personnel in our County Emergency Operations Plan.
YES	NO	d) Our LEPC has identified emergency equipment available in the community and at the facilities identified above, as well as the persons responsible for them, and has included this information in our County Emergency Operations Plan.
YES	NO	e) Our LEPC has established plans for shelter-in-place or evacuation. It has established early warning systems and has identified emergency shelters. This information has been included in the County Emergency Operations Plan.
YES	NO	f) Our LEPC has identified emergency coordinators within the community and at facilities having extremely hazardous substances that will be responsible for implementing the County Emergency Operations Plan. This information is included in our County Emergency Operations Plan.
3. Implementing the Local Emergency Plan		
YES	NO	a) Our LEPC has established notification procedures by which facility coordinators, identified in 2f, will notify first responders in the event of an extremely hazardous substance emergency.
YES	NO	b) Our LEPC has established notification procedures by which the public will be notified in the event of an extremely hazardous substance emergency.
YES	NO	c) The County Emergency Operations Plan describes the incident command system to be used in responding to hazardous chemical emergencies.

KERC Document Library



Active Local Emergency Planning Committee Checklist



4. Hazard Analysis		
YES	NO	a) Our LEPC has established a process to identify and record releases of extremely hazardous substances.
YES	NO	b) Our LEPC has established a process to determine the level of risk if extremely hazardous substances are involved in an accident.
YES	NO	c) Our LEPC has established a process to determine the areas and populations that will be affected in the event that extremely hazardous substances are released.
5. Emergency Response Exercises		
YES	NO	a) Our LEPC has developed emergency response drills and exercises to evaluate the effectiveness of our County Emergency Operations Plan.
YES	NO	b) Our LEPC has established a schedule to regularly conduct drills and emergency response exercises.
6. LEPC Organizational Maintenance		
YES	NO	a) Our LEPC regularly schedules, announces, and holds meetings. (Twice a year if EHS present in county)
YES	NO	b) Our LEPC annually reviews, and revises if necessary, EHS Facility Plans.
YES	NO	c) Our LEPC regularly conducts exercises and tests emergency procedures.
YES	NO	d) Our LEPC has developed procedures for responding to inquiries concerning extremely hazardous substances in the community.
YES	NO	e) Our LEPC regularly submits documentation required to comply with KERC grant guidelines.
7. Facility Compliance		
YES	NO	a) Our LEPC actively seeks to increase the number of facilities in our community that must annually report extremely hazardous substances or hazardous chemicals. (EHS Plans, Tier2's, & MSDS's)
YES	NO	b) Our LEPC regularly contacts each reporting facility to promote better understanding of EPCRA requirements by the facility owner or operator.
YES	NO	c) Our LEPC provides both basic and detailed EPCRA information to new businesses.
8. Public Awareness		
YES	NO	a) Our LEPC develops articles about EPCRA and prints a "Public (Legal) Notice Advertisement" for local news releases.
YES	NO	b) Our LEPC provides public service announcements concerning EPCRA to local radio and television stations.

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KERC - LEPC Acronym List



ACL	-----	Annual Certification Letter
ACPH	-----	Air Change per Hour
AM	-----	Area Manager
AN	-----	Ammonium Nitrate
ATSDR:	-----	Agency for Toxic Substances and Disease Registry
CAA	-----	Clean Air Act
CAMEO	-----	Computer Aided Management for Emergency Operations
CAS #:	-----	Chemical Abstract Service
CERC	-----	Commonwealth Emergency Response Commission - now called KERC
CERCLA	-----	Comprehensive Environmental Response, Compensation, and Liability Act
CFATS	-----	Chemical Facility Anti-Terrorism Standards
CFR	-----	Code of Federal Regulations
CSB	-----	Chemical Safety Board
DES	-----	Disaster and Emergency Services
DHS	-----	Department of Homeland Security
DOT	-----	Department of Transportation
EEC	-----	Energy and Environment Cabinet
EHS	-----	Extremely Hazardous Substance
EMA	-----	Emergency Management Agency
EMS:	-----	Emergency Medical Service
EOC:	-----	Emergency Operations Center
EOP	-----	Emergency Operations Plan
EPA	-----	Environmental Protection Agency
E&PPC	-----	Environmental & Public Protection Cabinet
EPCRA	-----	Emergency Planning and Community Right-to-Know Act
ERG	-----	Emergency Response Guidebook
ERIL:	-----	Emergency Resource Inventory List
ERT:	-----	Environmental Response Team
FACL	-----	Facility Annual Certification Letter
FCC:	-----	Federal Communications Commission
FDA	-----	Food and Drug Administration
FEMA:	-----	Federal Emergency Management Agency
FERC	-----	Facility Emergency Response Coordinator
GIS	-----	Geographic Information Systems
GPS	-----	Global Positioning System
HAZMAT	-----	Hazardous Materials
HMEP	-----	Hazardous Materials Emergency Preparedness
HSC:	-----	Highway Safety Commission
KAR	-----	Kentucky Administrative Regulations
KCTCS:	-----	Kentucky Community and Technical College System
KERC	-----	Kentucky Emergency Response Commission
KRS	-----	Kentucky Revised Statutes
KY DEP	-----	Kentucky Department of Environmental Protection
KYEM	-----	Kentucky Emergency Management
LEPC	-----	Local Emergency Planning Committee
Lat/Long	-----	Latitude and Longitude
LOC:	-----	Level of Concern
LoL	-----	List of Lists
MIC	-----	Methyl Isocyanate
MSDS	-----	Material Safety Data Sheets (now known as SDS)

KERC Document Library



KERC - LEPC Acronym List



NASTTPO	-----	National Association of SARA Title II Program Officers
NFPA	-----	National Fire Protection Association
NIMS:	-----	National Incident Management System
NOAA	-----	National Oceanic and Atmospheric Administration
NRC	-----	National Response Center
NREPC:	-----	Natural Resources and Environmental Protection Cabinet
OSHA	-----	Occupational Safety and Health Administration
PHMSA	-----	Pipeline and Hazardous Materials Safety Administration
RMP:	-----	Risk Management Plan
RP:	-----	Response Point
RQ	-----	Reportable Quantity
SARA	-----	Superfund Amendments and Reauthorization Act
SCBA	-----	Self-Contained Breathing Apparatus
SDS	-----	Safety Data Sheets (formerly MSDS)
SERC	-----	State Emergency Response Commission - Known in KY as KERC
SIC	-----	Standard Industrial Classification
SIP	-----	Shelter-In-Place
TAB Q-7:	-----	Former name for an EHS Facility Emergency Response Plan in KY
Tier2	-----	Tier2 Report
TPQ	-----	Threshold Planning Quantity
TRI	-----	Toxic Release Inventory
UN ID#:	-----	United Nations Identification Number
USC:	-----	United States Code
USCG:	-----	United States Coast Guard
USEPA:	-----	United States Environmental Protection Agency
UST	-----	Underground Storage Tanks
VZ:	-----	Vulnerable Zone

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2016

Kentucky Emergency
Response Commission

Kentucky Emergency
Management



EPCRA "HOW TO COMPLY" PACKET

This Packet describes the steps required to be compliant with Kentucky and EPCRA regulations for the calendar year 2016. All owners or operators of facilities that are subject to the OSHA Hazard Communication Standard; use, produce, and/or store a Hazardous Chemical and/or an "Extremely Hazardous Substance" (EHS); in excess of the "Threshold Quantity" (TQ) must report as described.

KERC Document: 700-CP

KERC Document Library

2015

Kentucky Emergency
Response Commission
(KERC)

Kentucky Emergency
Management (KYEM)



LEPCS IN KENTUCKY: SELF-STUDY MANUAL

This manual is designed to provide readers with an understanding of the history, composition and responsibilities of the State Emergency Response Commission (SERC) and Local Emergency Planning Committees (LEPC) and how these organizations are established in Kentucky.

KERC Document: 710-LEPCSS

KERC Document Library

2016

Kentucky Emergency
Response Commission
(KERC)

Kentucky Emergency
Management (KYEM)



LEPC GRANT APPLICATION SELF-STUDY MANUAL

This course is designed to provide active LEPC members with an understanding of the state requirements for LEPC grant funding (KRS and KAR), including a detailed review of all the documentation and forms LEPCs are required to submit to the KERC or their designees. The target audience for this course is current members of an LEPC. Specifically, the Chair, the Vice-Chair, the Treasurer, and persons whose role with the LEPC typically includes the responsibility to complete any LEPC forms and documents: This guidance supersedes all previous instructions for application of KERC Grants.

KERC Document: 720-GASS

KERC Document Library

2016

Kentucky Emergency
Response Commission
(KERC)

Kentucky Emergency
Management (KYEM)



THE EPA'S TIER2SUBMIT 20XX SELF-STUDY MANUAL

This Manual is designed to provide active LEPC members with an understanding of the EPAs reporting program "Tier2Submit20xx" including any state specific requirements. The target audience for this course is current members of an LEPC. Specifically, the Chair, the Vice-Chair, the Treasurer, and persons whose role with the LEPC typically includes the responsibility to complete any LEPC forms and documents: This guidance supersedes all previous instructions for completion of a Tier2 Report.

KERC Document: 720A-T2S

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2016

Kentucky Emergency
Response Commission
(KERC)

Kentucky Emergency
Management (KYEM)



EMERGENCY RESPONSE PLANNING GUIDE FOR EHS FACILITIES: SELF-STUDY MANUAL

This manual is designed to provide readers with an understanding of the federal (EPCRA) and state (KRS and KAR) requirements for Hazardous Materials (HAZMAT) emergency response plans (formerly known in Kentucky as TAB Q-7s). This guidance supersedes all previous instructions for development of EHS Facility plans. This document provides instructions for completion of each section of the plan. All NEW or REVISED EHS Facility Emergency Response Plans must meet these criteria.

KERC Document: 730-PGSS

KERC Document Library

2016

Kentucky Emergency
Response Commission

Kentucky Emergency
Management



TIER2/EHS PLAN VALIDATION EXERCISE SELF-STUDY MANUAL

This Manual is designed to provide readers with an understanding of the history, composition and responsibilities of the Local Emergency Planning Committees (LEPC) as it relates to Tier2 Reports and EHS Facility Plans and how they can be validated ensuring, to the maximum extent possible, that LEPCs have complied with EPCRA and KRS to prepare the communities throughout Kentucky.

KERC Document: 740-VESS

KERC Document Library

2016

Kentucky Emergency
Response Commission
(KERC)

Kentucky Emergency
Management (KYEM)



KENTUCKY EMERGENCY RESPONSE COMMISSION BYLAWS

This manual contains the Kentucky Emergency Response Commission (KERC) bylaws. This document is updated according to Kentucky Revised Statutes (KRS) 39E.040 (12); all Commission policies and procedures are reviewed annually and updated as necessary. Relevant KRS are annotated at the beginning of each Article.

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KERC: 800-BL

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Kentucky Emergency
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KERC ROLL-UP POLICY MANUAL AND MOTION HISTORY

This manual contains all Kentucky Emergency Response Commission (KERC) policies and procedures. This document is updated according to Kentucky Revised Statutes (KRS) 39E.040 (12); all commission policies and procedures are reviewed annually and updated as necessary.

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KERC: 810-PM

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